

**WSDOT**  
**SERVICE IN TRANSPORTATION ENHANCEMENT PROJECT (STEP)**  
**APPLICATION**  
**FFY 97**

*Limit Application to Summary Sheet and 6-page application, plus vicinity map.  
(Only the first 8 pages will be provided to committee members)*

1. Community Service Option: \_\_\_\_\_ Employment Option: \_\_\_\_\_
2. Project Title \_\_\_\_\_
3. Lead Agency \_\_\_\_\_
4. Contact Person \_\_\_\_\_  
(Name) (Title)
5. Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
(City) (State) (Zip Code)
6. Project Site (if different than Lead Agency) \_\_\_\_\_
7. County \_\_\_\_\_ Legislative District \_\_\_\_\_ RTPO \_\_\_\_\_
8. Co-Applicants: \_\_\_\_\_
9. Non-Certification Acceptance (CA) Agency (Identify CA Agency expected to provide Assistance)  
\_\_\_\_\_
10. Activity-Specific Enhancement Divisions: **(Please check all major activities associated with the project)**  
**Bicycle, Pedestrian, Abandoned Rail Right-of-Way Division**  
\_\_\_\_ Provision of Facilities for Bicycles  
\_\_\_\_ Provision of Sidewalks/Facilities for Pedestrians  
\_\_\_\_ Preservation of Abandoned Railway Corridors  
**Historic/Archaeological Division**  
\_\_\_\_ Acquisition of Historic Sites  
\_\_\_\_ Historic Highway Programs  
\_\_\_\_ Historic Preservation  
\_\_\_\_ Rehabilitation and Operation of Historic Transportation Buildings, Structures or Facilities  
\_\_\_\_ Archaeological Planning and Research

### Transportation Aesthetics and Scenic Value Division

- \_\_\_\_\_ Acquisition of Scenic Easements and Scenic Sites
- \_\_\_\_\_ Scenic Highway Programs
- \_\_\_\_\_ Landscaping and other Scenic Beautification
- \_\_\_\_\_ Control and Removal of Outdoor Advertising

### Water Pollution due to Highway Runoff Division

- \_\_\_\_\_ Mitigation of Water Pollution due to Highway Runoff

11. Total Project Description (*attach detailed 8 1/2" x 11" vicinity map*). Explain the nature of the project and describe how it will enhance the region, community, or environment. Indicate the major work involved, a brief comparison of existing and proposed conditions, and type of use, etc.

12. STEP Project Description: Explain those portions of the total project that will be funded using transportation enhancement funds. (e.g. construction of bicycle/pedestrian facilities, acquisition of scenic vista and construction of scenic overlook, etc).

13. Explain why this project is needed and what conditions will it correct ? How does this project go beyond what is normally done on a traditional transportation project? (e.g., environmental enhancements must be more than what is normally provided, that is they must be actions which are not found as mitigation measures in an Environmental Impact Statement [EIS] or Mitigated Declaration of Non Significance [MDNS] ).

14. Describe how or why the project relates to the transportation system. (Projects must primarily be for transportation purposes rather than recreational purposes. Projects lacking a functional, proximity or impact linkage to a transportation facility are not eligible.) How does the intended improvement increase accessibility to destinations such as schools, businesses and the community services?

15. Describe the extent to which the project has been reviewed and approved by the Local Jurisdictions and the State. Do the objectives of the project address transportation and environmental concerns as outlined in your Regional Plan?

16. Explain how the project increases availability, awareness, or protection of historic, community, scenic, or natural resources.

17. Describe the source of matching and other funds and whether they have been approved for use on this project or the status of your effort to obtain proposed matching or other funds. (*Matching funds must be available at the time of fund obligation.*)

18. Budget Summary (Minimum 13.5% Match Required: Note: Starting with 1997 all activities have a minimum 13.5% match.)

FUND SOURCE	PE PHASE	RW PHASE	CN PHASE	TOTAL PROJECT
Enhancement	\$ _____	\$ _____	\$ _____	\$ _____
***CNCS	\$ _____	\$ _____	\$ _____	\$ _____
*State	\$ _____	\$ _____	\$ _____	\$ _____
*Local Agency	\$ _____	\$ _____	\$ _____	\$ _____
**Private	\$ _____	\$ _____	\$ _____	\$ _____
**Other	\$ _____	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____	\$ _____

\* Eligible Match

\*\* Can be eligible match under selected conditions (Clarify through RTPPO before submitting Application)

\*\*\* Corporation for National & Community Service funds (portion of community service project funded by the corporation.)

#### 19. Employee Summary:

Please provide the following employee information for the entire project.

	Service Corps/ Employment Option	Agency Staff/ Other	Total
Total number of employees	_____	_____	_____
Average hrs/employee	_____	_____	_____
Total project hours	_____	_____	_____
Total employee salary and benefits	_____	_____	_____

Average employee salary and benefit/hr (total employee salary and benefits divided by total project hours).  
\_\_\_\_\_

Average Total Cost / hr (total project cost divided by total project hours).  
\_\_\_\_\_

Project Costs:

Employer Cost	_____	Equipment Cost	_____
Materials Cost	_____	Right-of Way Cost	_____
Total Cost	_____		

Where do you intend to find employees? (e.g., Americorps, unemployed workers, etc.)

20. Are there any circumstances that could delay this project and/or are there any critical times associated with this application? (e.g., right-of-way acquisition, environmental documentation, other funds needed to match other applications, etc.). Does this project represent a one time opportunity that will be lost if funding not provided? Please document why this is a one time opportunity.

21. **Project Objectives:** Describe the objectives for the Community Service or Employment project, how you plan to measure whether the objectives are successfully completed, and how the objectives will benefit the community. (For the Employment Option, please identify the underemployed groups that will take part in this program.)

22. **Participant Development Objectives:** Based on your project goals and objectives, which activities will provide participants opportunities for training in the following areas: *Critical Thinking and Problem Solving; Leadership; Civic and Community Responsibility, Career Development and Job Skills.*

*Answer items 23 through 25 as applicable.*

23. Preliminary Engineering/Design

Estimated Start Date\_\_\_\_\_End Date\_\_\_\_\_

Phase status (Work already completed, In progress, Awaiting funding, etc. and factors that may slow phase progress.

24. Right-of-Way Required?	Yes _____	No _____
Estimated Start Date _____ End Date _____		
Phase status (Work already completed, In progress, Awaiting funding, etc. and factors that may slow phase progress.		

25. Construction/Implementation		
Estimated Start Date _____ End Date _____		
Phase status (Work already completed, in progress, awaiting funding, etc., and factors that may slow phase progress.		

26. APPROVAL OF LEAD AGENCY		
<p>This project has the concurrence of the agency, is not inconsistent with the agency comprehensive plan, and this agency will provide ongoing maintenance and operations of the proposed project. <b>(For Community Service Option projects, the community service component of this project application has been designed and developed in conjunction with the Washington Service Corps and fulfills the requirements of a Community Service project.)</b></p>		
LEAD AGENCY	_____	
DATE	_____	BY _____
		(Mayor/Chairman)